

# Family Day Care Registration Process

## Initial Inquiry

Licensing worker shares information with individual by phone or in person. The interested party is given an application packet, which includes a copy of applicable rules, financial planning guide, marketing information, Family Day Care handbook, and food program flyer.

## Application

Interested person submits completed application materials to licensing worker. A signed application must be filed with the licensing worker in order for the provider to be considered "in process".

### References

Licensing worker calls or sends letters to three personal references. References cannot be related to applicant.

### Central Registry Screening

A central registry screening is completed for all household members.

### Physical Exam

Applicant must have an up-to-date physical exam. Results must be less than 1 year old.

### Immunization Records

Immunization records are required for all household members under 18 years of age.

### City Approval

City approval for operation if applicable to town or county location.

## Inspection

Once all paperwork has been submitted and approved, the licensing worker will arrange an inspection with the Dept. of Commerce. The inspection is usually unannounced.

Provider should consider developing day care policies (not required).

Provider contacts appropriate food program sponsor.

Provider may want to consider insurance coverage for the child care operation.

## Registration

Registration is issued after all requirements are met. Time frame is 120 days for licensing to complete work.